

CITY OF GAHANNA, OHIO

CLASS SPECIFICATION

Interested candidates should submit a resume, cover letter, salary requirements, and three professional references to The City of Gahanna, Attention: Human Resources, 200 S. Hamilton Rd., Gahanna, OH 43230 or e-mail the information to resumes@gahanna.gov. Resumes must be received no later than 4:30 pm on Friday, January 27, 2006. The City of Gahanna is an equal opportunity employer. Minorities are encouraged to apply.

CLASS TITLE: Deputy Director of Parks and Recreation **CLASS CODE:** 20822

DEPARTMENT: Parks and Recreation **FLSA STATUS:** E

REPORTS TO: Director of Parks and Recreation **DATE:** 1/05

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK

Supervises, directly and indirectly, all staff and activities of the City Department of Parks and Recreation. Assists the Director of Parks and Recreation as needed.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks	% of Time
1	Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.	20
2	Plans, coordinates, supervises and inspects department projects and functions including special events such as holiday events, parades, and athletic events. Assists Director with leadership of department including but not limited to business planning, operational supervision, and direct leadership of designated areas as well as overall leadership of department in directors absence.	15
3	Assists director in planning, research, implementation, and evaluation of multiple revenue strategies including but not limited to grants, bond programs, campaigns.	15
4	Provides leadership to the department marketing plan by coordinating efforts of divisions for a unified program.	10
5	Serves as a community liaison, leader, and represents the city and department with various youth, adult, and community organizations.	10
6	Assists in the creation, implementation, and evaluation of annual departmental budget.	5
7	Represents the department at various board and committee meetings and provides liaison with other departments on related activities.	5
8	Creates and documents procedures for Parks and Recreation Department functions.	2
9	Assists in the creation of the Council Report including coordinating legislation documents with the Director, and distributing reports to city staff, the press and other individuals as necessary.	2
10	Generates purchase orders and bid documents, to include: obtaining quotes and bids; typing requests for proposals (RFP); preparing requisitions and invoices; analyzing invoices; requesting forms for vendors; coordinating orders; receiving and reconciling shipments with purchase orders; verifying signatures; preparing check requests; ordering and maintaining supplies; maintaining vendor files; performing and/or coordinating equipment maintenance and repairs.	6
11	Prepares complex, routine and non-routine reports utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; develops charts and graphs; prints various reports; relays and interprets administrative decisions, policies and instructions.	5
12	Other duties as assigned by the Director of Parks and Recreation.	5

** Regular, predictable, and punctual attendance is required.

IMPORTANT JOB FUNCTIONS:

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED

Computer General office equipment

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Bachelors level degree in a related field; and,

Four to five years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None required; Certified Parks and Recreation Professionals preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Modern management principles and practices.

Administration of staff and activities, either directly or through subordinate supervision.

Mathematics and accounting as it relates to creating and maintaining a departmental budget.

Grant program application, implementation.

All computer applications and hardware related to performance of the essential functions of the job.

Budget development policies and procedures.

Department organization, standard operating guidelines and policies, rules, and regulations.

Municipal government structure and processes.

Parks and Recreation profession best practices and successes..

Administrative and managerial principles, concepts, practices, and procedures.

Tax, bond, or other alternative funding strategies, campaigns, programs, and best practices.

All applicable state, federal and local ordinances, laws, rules and regulations.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.